

PART I	DEPARTMENT OF PERSONNEL SERVICES	8.806
	STATE OF HAWAII	8.807
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Class Specifications  
for the

DEPUTY SHERIFF SERIES

SERIES DEFINITION:

This series includes all positions responsible for providing and/or supervising law enforcement and protective services under the jurisdiction of the Department of Public Safety. The work involves detecting and preventing illegal actions and exercising regular police powers in detaining or arresting individuals engaged in or judged to be involved in illegal activities. Incumbents of positions in this series are frequently required to use good judgement in anticipating as well as responding to emergency situations, and in taking appropriate action. In making arrests, incumbents of these positions must apply a good knowledge of the laws, procedures and techniques relative to seizure, arrest and evidence which is typically gained through special training at police training institutions. Positions in this series are responsible for the security and safety of all persons and property within and on the premises under the jurisdiction of the Judiciary Branch of the State of Hawaii and the expeditious service and execution of all court papers and/or orders assigned. In addition, on a rotational basis, positions are responsible for performing the duties and responsibilities described under 1 and/or 2 below:

1. The protection of property and the security and safety of all persons, employees and the public, within the State buildings and upon the premises of assigned areas, including the arrest and legal processing of violators of statutes as authorized by law.
2. The protection and safety of all persons and property within the State system of harbors and related facilities, including inshore and offshore waters (surface and subsurface), and boating and beach facilities; the protection and promotion of safety in navigation; and security for all ocean shores, shore waters, and navigable streams under the jurisdiction of the Harbors Division, Department of Transportation.

Irrespective of the area of assignment, positions in this series are responsible for cooperating and coordinating with all other local, State and federal agencies responsible for law enforcement services in matters of mutual concern or whenever assistance or augmentation of law enforcement services are needed.

Examples of Work: (The following examples of work are not necessarily descriptive of any one position in this series. Furthermore, the omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of positions should not be based solely on the examples of work performed.)

Performs patrol duties on foot, by use of land vehicles and boats, and on- and offshore; responds to alarms, threats, public disorders, and criminal activities within the Department of Public Safety's jurisdiction in State designated areas consistent with pertinent statutes and to request for assistance from other State agencies; performs protective security patrols to ensure the safety of the Governor and his/her family, the Lieutenant Governor and his/her family, legislators, judges, jurors, witnesses, department heads, and visiting dignitaries; reports all discrepancies and unsafe conditions for appropriate action; enforces pertinent laws; conducts investigations; interviews witnesses, suspects, and others; informs offenders of their rights; conducts searches of persons and property and makes seizures; collects and preserves evidence; prepares and submits reports, charts and diagrams; detains suspects and arrests persons violating laws; transports arrested persons to applicable holding facility; conducts booking procedures, takes fingerprints and photographs; writes citations; serves warrants and subpoenas; transports prisoners within and outside the State; operates motor vehicles, marine vessels, radio communications equipment, office machines, fire extinguishers and other equipment; uses firearms; conducts bomb and fire searches; testifies in court or other formal proceedings; participates in the protection and transportation of funds and important documents; sequesters juries; protects witnesses and informants; assists other law enforcement agencies when necessary; participates in stakeouts and surveillance for suspected unlawful activities; participates in patrolling State beaches and parks for alcohol and drug violations; evicts or arrests unauthorized persons on State lands; performs special law enforcement duties at State elections, auctions, work projects, ceremonies, public meetings, legislative hearings, demonstrations, strikes, civil defense disasters and other emergencies; conducts background investigations on prospective employees; operates a marine police patrol vessel on the waters of the State and stops, boards and inspects vessels; promotes safe boating practices;

recommends improvements needed in water safety zoning, in the application of waterway marker systems, and the identification of safety hazards and enforcement procedures; advises and provides information to others; speaks to interested groups; renders first aid; and summons police, fire, ambulances, etc., as necessary.

A supervisory position in this series may be a full supervisor, or a working supervisor who supervises and performs the above examples of duties. A supervisory position plans, assigns, reviews and evaluates the work of subordinates; provides instructions and training to subordinate personnel; conducts inspections to ensure that the program is carried out in accordance with laws, departmental policies, rules and regulations; receives and reviews verbal and written reports; prepares and submits various reports; makes emergency decisions as required; schedules leaves; keeps records of time and attendance; conducts periodic review of security procedures and recommends and/or implements changes; identifies and resolves or recommends resolutions of operational problems; investigates complaints against subordinates and recommends and/or takes disciplinary action; analyzes new laws, methods and technological advancements in crime detection and law enforcement to improve efficiency; assists in the performance of administrative tasks such as in the development of budget requests, the proper expenditure of funds and in recommending new or changes to policies, etc; prepares correspondence and reports; and establishes and maintains operational records and files.

DEFINITION OF LEVELS:

DEPUTY SHERIFF I: This is the entry-level class in the series. A position in this class receives classroom and on-the-job training in the laws, rules, regulations, principles, practices, procedures and techniques of law enforcement; the operation of firearms and other equipment; as well as in physical conditioning. For some positions, training will include the operation of a marine patrol vessel. As a trainee, performs selected duties under close supervision, usually as assistant to a higher level position who provides detailed instructions. Assignments are designed to provide incumbents with experience and training leading to the independent performance of duties characteristic of the next higher level. Incumbents of positions at this level must have the ability to learn and apply pertinent laws, ordinances, rules and regulations, court writs and processing, and law enforcement principles, practices, methods

and techniques; the ability to operate a motor vehicle and to learn to operate firearms and other equipment used on the job; the ability to follow oral and written instructions, deal courteously but firmly with people, prepare clear and concise reports; assist and participate in patrol work, and for some positions, the ability to swim 100 yards and to learn to operate a marine patrol vessel.

DEPUTY SHERIFF II: This is the fully competent, independent worker level in the series. Positions in this class exercise regular police powers in maintaining law and order, and protecting individuals and property in the assigned area of work.

Work at this level is characterized by knowledge of pertinent federal, State and city laws, ordinances, rules and regulations and law enforcement principles, practices, methods, and techniques relative to seizure, arrest and the gathering and presuming of evidence; methods and procedures involved in the operation of protection systems and equipment; use of firearms, mace, etc; court writs and processes; first aid; location of courts and governmental buildings in the civic center area; and for some positions, knowledge of safety equipment, operation and regulations pertaining to small sea-going craft. Positions in this class are frequently required to use good judgment in anticipating as well as responding to emergency situations, in evaluating probable causes and in taking appropriate action in a variety of problem situations. In addition to the abilities required at the lower level, work at this level requires the ability to analyze situations rapidly and take appropriate action; analyze and solve criminal and investigative problems; exercise courtesy, diplomacy and firmness in enforcing regulations, maintaining order, questioning individuals, quelling group disturbances and in other personal contacts; speak to groups as well as to individuals; and for some positions, the ability to operate a motorboat.

DEPUTY SHERIFF III: This class reflects a first level supervisor on an assigned watch, who has continuing responsibility for planning, assigning and reviewing the work of a group of Deputy Sheriffs in addition to participating in law enforcement activities and for some positions, promoting safe boating practices. In addition to those knowledge and abilities required at the lower levels, positions in this class must have the ability to assign, train, schedule, supervise and evaluate the work of a group of Deputy Sheriffs; supervise security activities on an assigned shift; issue oral and written instructions; interpret and extend guidelines in meeting situations for which guides are not directly applicable; and write clear and concise reports of investigations and activities

performed on an assigned shift.

DEPUTY SHERIFF IV: This class reflects the full supervisory level in the series. A position in this class is responsible for supervising, through subordinate supervisors, Deputy Sheriffs who are concerned with providing the full range of law enforcement and protective services under the jurisdiction of the Department of Public Safety. In addition to the knowledge and abilities required at the lower levels, positions in this class must have knowledge of principles and practices of supervision and the ability to supervise a large workforce through subordinate supervisors; utilize and/or deploy personnel effectively; review and analyze operating procedures and problems and make recommendations for their improvements or corrections; establish and maintain cooperative and effective working relationships with personnel of other agencies; and write clear and concise operational reports.

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This is an amendment to the specifications for the classes DEPUTY SHERIFF I, II, III, and IV, approved on September 21, 1993.

DATE APPROVED: 3/22/94

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Director of Personnel Services